

Address Validation

After entering address information, addresses will go through a validation process. This process will validate all address information with the US Postal Service. This process will also return the nine-digit zip code. All address information will come back in upper case and should remain that way. If the address information entered is not correct, you will need to change it and validate again. If the address information is correct, you will accept the information and continue.

Initial screen for inputting of address information:


Edit Address

Country: United States

Address 1:

Address 2:

Address 3:

City: State:  Postal:

County:

Enter Address Information. Click on 'Address Validation'


Edit Address

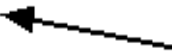
Country: United States

Address 1:

Address 2:

Address 3:

City: State:  North Dakota Postal:

County: 

The following screen will appear:

Address 1: 1016 W SWEET AVE

Return Messages

Street: Street and/or street components standardized from input

Street Range: Street range correct

Unit: Unit number (if any) is correct

City: BISMARCK State: ND

Return Messages

City: City verified as input

Postal: 58504-5384

Return Messages

Zip+4: Zip+4 returned

Accept Reject

If all the address information is correct and no messages show “invalid” information, click on ‘Accept’.

Once the validation has been accepted it will bring up the screen below, click ‘OK ‘ and continue on with any other personal information changes and then save.

Edit Address

Country: United States

Address 1: 1016 W SWEET AVE

Address 2:

Address 3:

City: BISMARCK State: ND North Dakota Postal: 58504-5384

County: BURLEIGH Address Validation

OK Cancel

Invalid Information

If the address validation returns “invalid” information, click on the ‘Reject’ button.

Address 1: 1322 N 4TH ST # 8

Return Messages

Street: Street and/or street components standardized from input

Street Range: Street range correct

Unit: Unit number invalid ←

City: BISMARCK State: ND

Return Messages

City: City verified as input

Postal: 58501-2630

Return Messages

Zip+4: Default Zip+4 returned

←

The following screen will appear, click ‘Yes’

Address does not match validated address, are you sure you want to disregard changes?

This will take you back to the Edit Address screen at which time you can make the necessary changes, once the changes to correct the address are made, click on ‘Address Validation’. The system will validate the address again and if correct the

button will be available to click.